National
Endowment
for the Arts

Application
Guidelines
Fiscal Year
1989

Museum

89

OMB No. 3135–0053 Expires 8/31/89

Application Calendar

Category	Application Postmark Deadline	Announcement of Grant Award or Rejection	Earliest Project Beginning Date
Professional Development			
Museum Training	Feb. 16, 1988	October 1988	Oct. 1, 1988
Fellowships for Museum Professionals	Feb. 16, 1988	October 1988	Oct. 1, 1988
Utilization of Museum Resources			
Presentation and Education	June 27, 1988	December 1988	Jan. 1, 1989
Catalogue	June 27, 1988	December 1988	Jan. 1, 1989
Special Artistic Intitatives	April 3, 1989	September 1989	Sept. 1, 1989
Care of Collections			
Conservation	Sept. 19, 1988	March 1989	April 1, 1989
Collection Maintenance	Sept. 19, 1988	March 1989	April 1, 1989
Museum Purchase Plan	October 17, 1988	March 1989	April 1, 1989
Special Exhibitions	Nov. 14, 1988	June 1989	July 1, 1989

LATE APPLICATIONS WILL BE REJECTED.

INCOMPLETE APPLICATIONS ARE UNLIKELY TO BE FUNDED.

The Museum Program's telephone number is 202/682-5442.

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission
National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

Statement of Mission
National Endowment for the Arts, continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf People 202/682-5496

Visually impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Music Section
National Library Service
for the Blind and Physically Handicapped
The Library of Congress
Washington, D.C. 20542
202/287-9254

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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Introduction

The Museum Program of the National Endowment for the Arts is designed to meet the evolving needs of the museum field through assistance for projects primarily of artistic significance. It is guided by three basic policies:

- All types of museums are eligible to receive funds for projects primarily of artistic significance.
- The quality of a project, not the size or location of the applicant institution, is the major criterion used in evaluating applications. Projects should be of the highest artistic level on a national or regional basis.
- The Program will be responsive and remain flexible enough to consider any worthwhile project.

We Fund

- Museums
- Organizations that perform museum functions.
- Organizations that serve or cooperate with museums.
- Museum professionals.

We Do Not Fund

- New construction.
- Major structural modifications of buildings. (See Challenge Grant guidelines for information on the eligibility of these projects.)

Important Information

Please read this booklet carefully. Be sure to review the information on this and the following pages before reading the category descriptions. Applicants may submit more than one application in each category.

Organizations applying for support should consult the general instructions on "How to Apply" which follow, the "Instructions for Completing Organization Grant Application Form" on pages 31–32, and the "Special Application Requirements" that appear in each section. These requirements tell what supporting materials you will need to send with your application.

Individuals applying for support can find full instructions on how to apply in the "Fellowships for Museum Professionals" section.

After applications are received, they will be reviewed according to the process on page 7.

If you have questions or need any help with your application, write or phone:

Museum Program, Room 624
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5442

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. For more information, see "Other Programs of Interest/Office for Special Constituencies" on page 27.

Organizations

While accreditation by the American Association of Museums is not an eligibility requirement, the Endowment generally uses the definition of museums developed by the AAM: " . . . a nonprofit institution essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public on some regular schedule."

In addition to museums, organizations that serve museums, and organizations that perform museum functions, state arts agencies and regional arts organizations are also eligible to apply to the Museum Program.

Applicant organizations must meet the legal requirements on page 29. In general, organizations should be in operation two years prior to submitting an application.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. See page 8.

Individuals

Only currently employed full-time museum professionals may apply for fellowships. Applicants must be United States citizens or permanent residents of the U.S.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. See page 8.

How to Apply

The application forms and the supplementary information sheets at the back of this booklet are the primary materials that advisory panelists use in evaluating applications. Please complete all items on these forms clearly and concisely, using the space allotted on the forms. **Begin project descriptions with a summary sentence describing the project and the intended use of funds.** More in-depth descriptive information and resumes may also be included as part of your overall application package, but in most instances these additional items will be used as back-up material only. Please provide answers and summarize resumes in the space provided, as instructed. Use standard-size type on all your application materials. Do not use photoreduction.

Try to avoid using jargon. The review process is greatly assisted by the use of simple language, which enables a direct and fair assessment of the project.

Submitting Your Application

Organizations must send the following materials, as well as those listed in "Special Application Requirements" for their category, in one package to:

Information Management Division/MM, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of the completed Organization Grant Application Form NEA–3 (Rev.). One copy must be the typed, signed original. See pages 31–32 for specific instructions on completing this form.

2. One copy of the Internal Revenue Service determination letter for tax-exempt status or the official document identifying the applicant as a unit of state or local government.

3. One copy of the Assurance of Compliance Form on page 41. All applicants must submit a completed form whether or not one has been submitted previously.

4. One of the self-addressed Application Acknowledgment Cards on the back cover of these guidelines.

Only the Grant Application Form and the appropriate Supplementary Information Sheet must be submitted in triplicate. If you are including other supplementary materials, submit only one copy.

Materials submitted to the Endowment generally will not be returned to the applicant. If you are submitting materials which are expensive or difficult to replace, please contact the Museum Program before applying.

Individuals should refer to "Fellowships for Museum Professionals" on pages 12–13 for instructions on how to apply.

Reminder: In order to be eligible for funding, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Final Reports should not be included in the application package. Any reports not yet submitted should be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Deadline Dates

Application packages, including all required supplementary materials, must be postmarked no later than the deadline date for your category. See the Application Calendar inside the front cover of these guidelines.

Late applications will be rejected. Incomplete applications are unlikely to be funded.

Application Review

Applications within each funding category are reviewed as a group without reference to applications in other categories so that an institution will not be competing against itself by submitting applications in more than one category.

The appropriate Museum Panel, a rotating committee of experts from the museum field, reviews the applications. Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Please do not seek information on the status of your application. You will receive an official grant award or rejection letter in accordance with the Application Calendar inside the front cover of these guidelines.

After receiving notification that a grant has been awarded, a grantee may apply for full or partial payment, depending on the nature and schedule of the project.

All inquiries about grants and application procedures should be directed to the Museum Program.

Review Criteria

The application review is a competitive process. Your application will be judged against applications for similar projects. The best of these will be recommended, based on the following criteria:

- Artistic merit of the project.
- Qualifications of personnel involved.
- Appropriateness of proposed budget and support requested.
- Completeness and clarity of application package.
- Additional "Review Criteria" listed in the description of each category.

Grant Awards

Scope of Projects

The Endowment welcomes the vitality of new projects and activities. Grants are awarded for specific projects, not for general operating support. Do not plan new programs that are beyond your means or that can be sustained only with continued Endowment funding.

Grant Amounts

Applicants notified that a grant has been recommended at less than the amount requested may be asked to revise the project budget. The revision may involve a reduction in the scope of activities and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Period of Support

The period of support should span the amount of time necessary to plan, execute, and close out the project.

Matching Funds

A grant may be used to pay no more than half the cost of any project. Each grantee must match the funds on at least a dollar-for-dollar basis. Please refer to each category for special matching requirements. The required matching funds should come from cash contributions, earned income, or other grants. Applicants are urged to seek support from private sources as well as from their state and local governments. In-kind contributions (such as donated space, supplies, and services) may also be used as part of the match.

Funds from the National Endowment for the Humanities and the Institute of Museum Services may not be used to match Arts Endowment Museum Program grants. Other Federal funds may not be used to match Arts Endowment Museum Program grants, unless the statutory authority for such funds specifically allows them to be used as match for Federal grants.

Fellowships to individuals are made on a non-matching basis.

Continuing Support

Panelists annually review all applications on their merit, and in competition with other applications in the same category. An award granted one year does not imply Endowment support in subsequent years.

Final Reports

At the end of the grant period, the Endowment requires Final Report packages from grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter.

Grantees who have failed to submit the required Final Report packages for previous grants from any Arts Endowment Program are not eligible for subsequent funding. Any Final Reports not previously submitted should be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Do not include Final Reports as part of your new application package.

(Continued on next page)

Acknowledgment of Endowment Support

If you receive a grant, all published materials and announcements regarding the project must credit the Endowment. When funds are used to support a catalogue or exhibition, for instance, this should be acknowledged with the following statement in the catalogue and in all published materials and announcements of the exhibition: "This catalogue (exhibition) was supported in part by a grant from the National Endowment for the Arts, a Federal agency." If the Arts Endowment is listed as one of a number of donors, its placement in the list should have an appropriate relationship to other sources of support.

Note on Publications

It is a requirement of any grant which supports the publication of a catalogue that 90 copies of that catalogue be sent to the United States Information Agency.

Do not send these catalogues to the Endowment, but to the following addresses:

Send 2 copies to:

Program Officer
Arts America Program
United States Information Agency
301 4th Street, S.W.
Room 567
Washington, D.C. 20547

Send 88 copies to:

Chief Service Branch
USIA Art Catalogue Project
830 Third Street
Loading Dock 15
Brooklyn, New York 11232

The National Endowment for the Arts strongly encourages grantees who produce books or other publications for dissemination to take advantage of the free cataloging service of the Cataloging-in-Publication Division of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data to be printed in the book. Having the data in the book speeds the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher, and reader.

For procedural information, call or write:

Library of Congress
Cataloging-in-Publication Division
Washington, D.C. 20540
202/287-6372

Changes in the Fiscal Year 1989 Guidelines

Applicants should take special note of the major guideline changes outlined below. There are other changes as well, and applicants are urged to read these guidelines carefully.

1. Final Reports
   - Applicants are advised that, in order to be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984.
   - Final Report packages must be sent to the Grants Office/Final Reports Section, not the Museum Program (see page 8).

2. Presentation and Education
   - Grants of up to $25,000 are now available to test the effectiveness of new education programs or evaluate the success of existing programs. Outside consultants may be used to assist with these projects.

3. Care of Collections
   - Applicants submitting proposals for the purchase of equipment under Conservation must submit technical specifications on each piece of equipment to be purchased.

4. Museum Purchase Plan
   - The Museum Purchase Plan was reinstated in the FY 1988 guidelines. Grants of up to $25,000 are available to purchase one or more works of art by living American artists. These grants must be matched at least dollar-for-dollar with new money raised specifically for this purpose. The FY 1989 deadline is October 17, 1988.

5. Applicants should be sure to read carefully the "Special Application Requirements" for each category prior to submitting proposals as there have been adjustments in several areas.

6. The Fiscal Year 1989 Advancement Program guidelines will be available in early 1988. Museums are eligible to apply under these guidelines (see "Other Programs of Interest/Advancement" on page 27).

Professional Development

Museum Training

Grants in this category are awarded to support arts-related formal training programs, internships, and apprenticeships. Priority will be given to programs that encourage multicultural participation and to efforts to improve staff in geographic areas where there is a demonstrated need to improve professionalism.

- Formal Training:
  —Formal education programs, including workshops and seminars directed to mid-career professional training and development.

  —Graduate-level programs in curatorial training, museum administration, or museum education, conducted jointly by museums and universities, in which courses in art history form an integral part of the program.
- Internships: for internships provided by a museum. Priority will be given to those at the graduate and post-graduate level.
- Apprenticeships: for apprenticeships to prepare students or staff for positions such as installer, exhibition preparator or designer, framer, packer, or carpenter.

Eligibility

All grants go directly to institutions, not individuals. See "Eligibility Requirements/ Organizations" page 5.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Grant Amounts and Matching Requirements

Grants awards of up to $60,000 are available for formal training programs. Total funds awarded will not exceed the amount requested for stipends and travel. Grant funds may be used to support any allowable project costs. Matching funds may be used to supplement stipend support or can be used to cover related expenditures. Grant awards of $30,000 or less require a 1:1 match; grant awards of more than $30,000 require a 2:1 match. The minimum grant generally will not be less than $5,000.

Grant awards of up to $20,000 are available to support internships and apprenticeships. Total funds awarded will not exceed the amount requested for stipends and travel. Grant funds may be used to support any allowable project costs. Matching funds may be used to supplement this support or can be used to cover related expenditures. Grant awards require at least a 1:1 match and generally will not be less than $3,000.

Review Criteria

In reviewing applications, panelists consider:

- Number of students, quality and duration of training, and amount of stipend.
- Success of the program in placing graduates in the field or in enhancing the professional development of current museum staff.
- Degree to which the program is designed to be a meaningful training experience rather than a means of providing the institution with additional staff support.
- Extent of involvement of practicing museum professionals in the training.
- Practical museum experience provided program participants.
- For university programs, extent of art historical training, degree of cooperation with museums, and achievements of recent graduates as museum professionals.
- For internships, the degree to which interns are supervised and evaluated.
- Other criteria outlined under "Application Review" on page 7.

(Continued on next page)

Museum Training, continued
Period of Support and Deadline Dates

A grant period of up to two years is allowed for formal training programs. A grant period of up to one year is allowed for other types of projects. Please allow sufficient time to plan, execute and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package three copies of the completed Museum Training/Formal Training Programs Supplementary Information Sheet on page 43 or of the Museum Training/Internships and Apprenticeships Supplementary Information Sheet on page 44, whichever is appropriate.

Museum Training/Formal Training Programs applicants should also submit, where relevant, a syllabus of the course(s) offered.

See also "How to Apply" on page 6.

Fellowships for Museum Professionals

The category allows museum professionals to conduct arts-related independent research or to travel, write, or otherwise improve their professional qualifications. Leaves of absence may range from one to 12 months.

This category is designed to encourage museums to develop and implement programs of regular leave for professional staff members.

Fellowships are not awarded to cover study or research directed toward a graduate degree or expenses incurred in formal courses of study, workshops, seminars, or conferences. These fellowships are not intended to support research or development of projects eligible elsewhere in these guidelines, but rather to encourage independent work.

Eligibility

Only currently employed, full-time museum professionals who have served on a museum staff for at least one year may apply. Applicants must be United States citizens or permanent residents of the U.S. Organizations are not eligible in this category.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Report Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Grant Amounts and Matching Requirements

Fellowships will not exceed $25,000. Amounts will be based on travel requirements, salary support, and need for materials. Although the fellowships may extend for up to a full year, salary support may be included for only a period of up to three months. Fellowships need not be matched. The minimum grant generally will not be less than $2,500.

Review Criteria

In reviewing applications, panelists consider:

- Merit of proposed project and its potential effect on the applicant's professional qualifications.
- Applicant's museum experience and qualifications.
- Letters of recommendation.
- Completeness of application package.
- Appropriateness of proposed budget.

(Continued on next page)

Period of Support and Deadline Dates

A fellowship period of one to 12 months is allowed. Please allow sufficient time to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Taxability of Fellowships

The Internal Revenue Code provides that the full amount of a Fellowship grant is taxable to its recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax counsel.

How to Apply

Applicants must send the following materials in one package to:

Information Management Division/MM, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

1. **Three copies** of a completed Individual Grant Application Form NEA–2 (Rev.). One copy must be the typed, signed original. One blank form begins on page 67 of these guidelines.

   Your proposal must clearly demonstrate how a leave of absence will improve your professional qualifications. Summarize what you plan to do during the fellowship period in the space labeled "Description of proposed activity" on the application form. If necessary, one additional sheet (8½" x 11") may be used to provide detail.

   The "Career summary or background" section of your application should relate directly to the activity for which support is requested. You may attach a resume instead of completing this item.

2. An itemized budget outlining travel costs (a detailed breakdown, including proposed itinerary), costs of materials, and salary, if relevant.

3. A statement from the director, or, if the applicant is the director, the chairman of the board of your institution that:
   - Grants you a leave of absence for the period of time specified in your application.
   - Notes your present salary, and whether or not it will be continued during all or part of the proposed leave.

4. Recommendations in support of your application from three individuals who are experts in your field of study. These recommendations should address the merits of your proposed project and its potential effect on your professional qualifications. The individuals providing recommendations should send them directly to:

   Museum Program, Room 624
   ATTN: Fellowships for Museum Professionals
   National Endowment for the Arts
   Nancy Hanks Center
   1100 Pennsylvania Avenue, N.W.
   Washington, D.C. 20506

   For your application to be considered by the panel, all three recommendations **must** have been received.

5. One of the Application Acknowledgment Cards that can be found on the back cover of these guidelines.

Reminder: In order to be eligible for funding, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Final Reports should not be included in the application package. Any reports not yet submitted should be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Utilization of Museum Resources

Presentation and Education

This category is designed to help organizations make greater use of museum collections and other resources primarily of artistic significance and to support education and outreach programs. The services of outside specialists may be included in your budget where appropriate. Grants are available for:

- **Presentation of Collections**

  1. Reinstallation: Up to $75,000 to help museums:

     —Install works from their permanent collections in semi-permanent or long-term displays.

     —Prepare and publish exhibition catalogues directly related to the above activity.

     —Develop related programs and events that enrich these presentations.

  2. Exhibitions: Up to $75,000 to help museums:

     —Mount temporary exhibitions from their permanent collections, generally for a period of at least three months, or mount a coherent sequence of exhibitions drawn from their permanent collections.

     —Present temporary exhibitions from permanent collections developed in conjunction with loan exhibitions.

     —Develop related programs and events that enrich these presentations, including the preparation and publication of exhibition catalogues.

     Grant awards of $50,000 or less require at least a 1:1 match, and grant awards of more than $50,000 require at least a 2:1 match. The minimum grant generally will not be less than $7,500.

  3. Collection Sharing: Up to $75,000 for:

     —Extended loans to or from one or more museums or other organizations. Planning as well as implementation grants are available. (Applications may be submitted by the lending or borrowing institution.)

     —The organization and touring of exhibitions from an institution's own permanent collection. (Applications to borrow such exhibitions from other organizations should be submitted under the Special Exhibitions category, pages 24–25).

     —Exchange of collections between two or more museums.

     —Exhibition catalogues and educational programs directly related to the above activities.

     Grant awards of $50,000 or less require at least a 1:1 match, and grant awards of more than $50,000 require at least a 2:1 match. The minimum grant generally will not be less than $10,000.

     Presentation of Collections grants may be used to purchase material needed for installation. They may not, however, be used to support major structural modifications of a building.

     Institutions seeking support for conservation treatment of objects to be included in an installation should apply under Conservation (see pages 20–21).

     Projects that involve climate control, security systems, and storage facilities should be submitted under Collection Maintenance (see page 22).

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Presentation and Education, continued

- **Education**

  —Up to $50,000 for significant projects which interpret permanent collections of works of art. These projects should clearly demonstrate effective collaboration between education and curatorial staff. The minimum grant generally will not be less than $20,000.

  —Up to $25,000 for specific programs that make a museum's own permanent collection more widely available to the public, including museum education and outreach programs. This can include the use of children's guides, gallery information sheets, and the media. The minimum grant generally will not be less than $3,000.

  —Up to $25,000 for outreach and education projects undertaken by exhibition spaces, museums, and other organizations without permanent collections. This can include the use of printed guides and the media. The minimum grant generally will not be less than $3,000.

  —Up to $25,000 to test the effectiveness of new education programs or evaluate the success of existing programs.

  Grant awards must be matched at least 1:1.

  Organizations seeking support for education/outreach projects based on special exhibitions should include the costs of such projects as part of their request under the Special Exhibitions category (see pages 24–25).

  For post-graduate internships in museum education, see Museum Training under the Professional Development category on pages 11–12.

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collections being installed, exhibited, shared, and/or interpreted.
- For reinstallation projects, degree to which the collection is more effectively presented.
- For collection sharing projects, degree to which art will be seen by audiences not usually reached or degree to which collections not normally on view will be utilized.
- Collaboration between education and curatorial staff, where appropriate.
- Qualifications of key personnel involved with the project.
- Appropriateness of proposed budget.
- Other criteria outlined under "Review Criteria" on page 7.

Period of Support and Deadline Dates

A grant period of more than one year is allowed. The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

See "How to Apply" on page 6. In addition, your application package must include the following:

1. **Three copies** of the completed Presentation of Collections or Education Supplementary Information Sheets on pages 45–48.
2. A checklist or representative listing of the collection involved.
3. Representative slides or other visual material.
4. Existing catalogues of all or part of the collection involved.
5. Sample entries, if this project will result in a catalogue.

If you receive a grant that includes support for catalogue publication, you must provide 90 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget. See "Note on Publications" on page 9.

Catalogue

This category is designed to support the cataloguing of permanent collections primarily of artistic significance. Works to be catalogued must be wholly owned by the applicant institution. Grants are available for:

- Documentation: Up to $50,000 for research and documentation of uncatalogued or inadequately documented permanent collections, whether or not a publication will result. The services of an outside specialist may be included in your budget if appropriate.
- Preparation of Manuscript: Up to $75,000 for research and preparation of catalogue copy for publication. The services of an outside specialist may be included in your budget if appropriate.
- Publication: Up to $75,000 for the publication of catalogues, handbooks, or brochures related to permanent collections. Applicants should indicate readiness of manuscript for publication.

  Applicants seeking support for the production of a catalogue of the permanent collection should request aid either for preparation of manuscript or for publication, but not for both. Applicants may apply for publication support in a subsequent year, whether or not funding is received for research. Generally, no more than one grant will be awarded for the research phase, and no more than one grant will be awarded for publication.

  Applicants seeking support under Presentation of Collections should include costs of accompanying catalogues in those applications. Applicants seeking support for catalogues to accompany special exhibitions should apply under Special Exhibitions (see pages 24–25).

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Grant Amounts and Matching Requirements

Grant requests of up to $50,000 for Documentation and up to $75,000 for Preparation of Manuscript or Publication will be considered.

Grant awards of $50,000 or less require at least a 1:1 match, and grant awards of more than $50,000 require at least a 2:1 match. The minimum grant generally will not be less than $5,000.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collection to be catalogued.
- Qualifications of personnel involved with the project.
- Potential effectiveness of publication on targeted audience(s).
- Appropriateness of proposed budget.
- Other criteria outlined under "Review Criteria" on page 7.

Period of Support and Deadline Dates

A grant period of up to two years is allowed. The period of support should allow sufficient time to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

See "How to Apply" on page 6. In addition, your application package must include the following:

1. **Three copies** of the completed Catalogue Supplementary Information Sheet on pages 49–50.
2. A checklist or representative listing of the collection to be catalogued.
3. Representative slides or other visual material.
4. Existing catalogues of all or part of the collection involved.
5. Sample entries and brief outline and/or table of contents.
6. A brief interim narrative report, if you have received a Catalogue grant which is still under way.

If you receive a grant that includes support for publication, you must provide 90 copies of any published catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget. See "Note on Publications" on page 9.

Special Artistic Initiatives

This category is designed to support significant long-term programming by museums. The intent is to encourage a carefully coordinated sequence of programs which would allow a museum to strengthen its artistic focus and reaffirm or redefine its mission and direction. These programs and exhibitions should be conceived within a larger unifying framework and should clearly focus on the unique artistic resources of the museum. The Special Artistic Initiative provides an opportunity for a museum to move in a new direction artistically or to bring into sharper focus aspects of its programming and/or permanent collection.

Grants may be used for a variety of projects including:

- Planning and organizing special exhibitions, exhibitions from the permanent collection, and reinstallations of the permanent collection.
- Publications, media productions, and education programs.
- Projects that involve more than one art form, particularly where performing arts and artists are integrated into the visual exhibitions.

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Projects funded under this category are not eligible for funding under other categories in the Museum Program.

Grant Amounts and Matching Requirements

Planning and implementation grants are available. Planning grants range from $15,000 to $25,000 and require at least a 1:1 match. Implementation grants range from $50,000 to $250,000 and require at least a 2:1 match. (See also page 30 for information on the Treasury Fund.)

Review Criteria

In reviewing applications, panelists consider:

- Quality and significance of art and ideas involved.
- Degree to which the projects are conceived within a larger art historical and intellectual framework and are coherently linked.
- Degree to which projects will help the museum focus attention on its unique artistic resources and on the particular assets of its community.
- Long-term goals museum hopes to achieve through this initiative.
- Qualifications of personnel engaged in projects.
- Appropriateness of proposed budget.
- Other criteria outlined under "Review Criteria" on page 7.

Special Application Requirements

See "How to Apply" on page 6. In addition, your application package must include the following:

1. A narrative proposal not to exceed five pages. The narrative should refer to the entire span of the grant period and outline in detail the various projects that comprise the artistic initiative. The narrative should also address the first four review criteria listed above.
2. A list of key staff and consultants involved in planning and implementation of projects. Attach brief biographies along with resumes.
3. A time-line for planning and implementation of proposed projects.

(Continued on next page)

Special Application Requirements, continued

4. A detailed budget breakdown for each component of the initiative. These should follow, as closely as possible, the same format as the budget section of the application form.

5. A letter from the Chairman of the Board stating that the proposal has been reviewed by the Board, and that the plans contained in it have been approved through formal board action.

6. Representative slides or other visual material of works to be included in the projects. Also include representative examples of recent publications.

Museums interested in applying under this category should contact the Museum Program (202/682-5442) before applying.

Period of Support and Deadline Dates

A grant period of up to two years is allowed for a planning grant. Applicants may spend the first several months of an implementation grant in planning and organization. The subsequent programs should be scheduled over a period of at least eighteen months. Please allow sufficient time to plan, execute, and close out the project.

Care of Collections

Conservation

This category is designed to help museums conserve collections primarily of artistic significance. Works undergoing conservation treatment must be wholly owned by the applicant institution. All grants must be matched at least 1:1. Grants are available for:

- Conservation Planning: Up to $10,000 to help museums and other organizations plan conservation programs or plan specific treatments of collections.

  Applicants must complete the Conservation Planning Supplementary Information Sheet on page 51.

  The minimum grant generally will not be less than $2,500.

- Conservation of Collections: Up to $25,000 for:

  —Treatment projects executed within a museum's own conservation facilities or by an outside facility.

  —The purchase of major equipment for a conservation laboratory at a museum or regional conservation center. Equipment and shipping costs are the only allowable expenses in equipment purchase applications.

  Each institution may submit no more than one application for treatment and one for equipment purchase under this deadline. Applications for treatment and for equipment purchase should be submitted on separate application forms.

  Applicants must complete the Conservation of Collections Supplementary Information Sheet on pages 53–54. If your project involves conservation treatment, the Condition/ Treatment Report on page 55 must also be completed.

  The minimum grant generally will not be less than $2,500.

- Conservation Training: Institutions may request:

  —Up to $75,000 for student stipends at existing university-based training centers. Total funds awarded will not exceed the amount requested for student stipends and travel. Grant funds may be used to support any allowable costs.

  —Up to $40,000 for master-apprentice internship programs, generally of at least one-year duration.

  —Up to $150,000 to support new or existing professional training programs for the conservation of ethnographic or archaeological works of art.

  —Up to $20,000 for seminars and workshops to familiarize museum professionals with current methods used in the handling, packing, examination, conservation, and stabilization of works of art.

  Individuals are not eligible in this category. For fellowship support, see Fellowships for Museum Professionals under the Professional Development category on pages 12–13.

  Applicants must complete the Conservation Training Supplementary Information Sheet on page 57.

  The minimum grant generally will not be less than $2,500.

(Continued on next page)

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the works to be treated or surveyed.
- Urgency of need for treatment.
- For treatment projects, appropriateness of proposed treatment for the condition of the works involved.
- Qualifications of personnel involved with the project.
- Institution's ongoing commitment to proper care of collections.
- For equipment purchase requests, potential impact of the equipment in addressing conservation needs of the applicant.
- For training centers, curriculum and applicability of skills learned.
- For master-apprentice internships, degree to which the program is designed to be a meaningful training experience rather than a means of providing the institution with additional staff support.
- Appropriateness of proposed budget.
- Other criteria outlined under "Review Criteria" on page 7.

Period of Support and Deadline Dates

A grant period of up to two years is allowed. Please allow sufficient time to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

Include in your application package **three copies** of the appropriate Conservation Supplementary Information Sheets as noted above, with the exception of the Treatment Reports, of which only one copy is required.

- Conservation Planning applicants should submit a checklist or representative listing of works in the collection and one set of photographs/slides of representative works in the collection.

- Applications for conservation treatment must include:

  —A list in priority order of objects to be treated. The list should also indicate the estimated treatment cost for each project.

  —A Treatment Report (see page 55) submitted for each object to be conserved, except those cases involving a group of similar objects where a conservator's Treatment Report on the group as a whole is acceptable.

  Each Treatment Report must be accompanied by a photograph or slide of the object or, if the Report deals with a group of objects, one set of photographs/slides of representatives works in the group.

- Applications requesting equipment purchase must include technical specifications for each piece of equipment.

See also "How to Apply" on page 6.

Collection Maintenance

This category is designed to help museums preserve collections primarily of artistic significance through solving problems in the areas of climate control, security, and storage. Grants are available for two types of projects:

- Surveys: Up to $15,000 for surveys identifying problems and recommending solutions, including a specific renovation plan and cost estimates. Grant awards must be matched at least 1:1. The minimum grant generally will not be less than $2,500.
- Implementation: Up to $200,000 for renovation projects for which careful plans and cost estimates have been developed. Grant awards of $50,000 or less require at least a 1:1 match; grant awards between $50,000 and $100,000 require a 2:1 match; and grant awards of $100,000 or more require a 3:1 match. (See also page 30 for information on the Treasury Fund.) The minimum grant generally will not be less than $5,000.

Grants in this category are not awarded for new construction or for collection maintenance projects in newly acquired facilities.

Renovation of galleries may be supported only when directly related to climate control, security systems, or storage facilities.

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Museums applying for Implementation grants must have fully developed plans and cost estimates at the time of application.

Review Criteria

In reviewing applications, panelists consider:

- Artistic significance of the collections to be affected.
- Urgency of need for proposed project.
- Qualifications of personnel responsible for the survey or implementation.
- Effectiveness of proposed plans on long-range preservation of collections.
- Appropriateness of proposed budget.
- Other criteria outlined under "Review Criteria" on page 7.
- Relationship of project to Challenge grant or application, if relevant.

Period of Support and Deadline Dates

A grant period of up to one year is allowed for survey projects. A grant period of up to two years is allowed for implementation projects. Please allow sufficient time to plan, execute, and close out the project. See the Application Calendar inside the front cover of the guidelines.

Special Application Requirements

See also "How to Apply" on page 6. In addition, your application package must include the following:

1. **Three copies** of the completed Collection Maintenance Supplementary Information Sheet on pages 59–60.

2. One copy of:
   a) Estimates for survey projects.
   b) Completed surveys and bids or estimates for implementation projects.
   c) Technical specifications for equipment/systems to be purchased.

3. Applicants with previously funded Collection Maintenance projects still under way must submit a brief interim narrative report.

4. For applicants who have received a Challenge grant for capital improvements within the past two years or plan to apply in the current year for such a grant, a statement as to why a Collection Maintenance grant, if awarded, would not constitute an overlap in funding.

Museum Purchase Plan

This category is designed to encourage museums to build and expand their permanent collections through the purchase of works by living American artists. Grants help museums:

- Develop their permanent collections of contemporary American art.
- Raise new funds for acquisitions.
- Increase public awareness of contemporary American art.
- Support the work of living American artists.

Grant and matching funds must be used to purchase one or more works by living American artists. No other costs are allowable. Works may be in any medium. Works to be commissioned are not eligible.

No work of art purchased with Arts Endowment funds may be de-accessioned or otherwise disposed of during the lifetime of the artist without the artist's consent.

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Museums may submit only one application under this deadline.

Grant Amounts and Matching Requirements

Grants of $5,000, $10,000, $15,000, $20,000, and $25,000 are available. A museum must match its grant at least dollar-for-dollar with new money raised specifically for the acquisitions mentioned in its application. This money must be raised after the application is submitted. Funds raised from the de-accessioning of works are not eligible as matching monies.

Review Criteria

In reviewing applications, panelists consider:

- Appropriateness of proposed purchases to museum's long-term goals for strengthening its permanent collections of contemporary American art.
- Museum's ongoing commitment to the presentation and interpretation of contemporary American art.
- Qualifications of personnel responsible for selecting the works to be purchased.

Period of Support

The grant period for this category will be April 1, 1989 to March 31, 1990.

Deadline and Announcement Dates

Applications must be postmarked no later than October 17, 1988. Notices of approval or rejection will not be sent before March 1989.

Special Application Requirements

See "How to Apply on page 5. In addition, your application package must include the following:

1. **Three copies** of the completed Museum Purchase Plan Supplementary Information Sheet on pages 61–62.

2. Identification of possible sources of new funds in your application.

3. Slides/photographs of proposed acquisition(s) or representative slides or photographs of work by artists under consideration, if known.

Special Exhibitions

This category is designed to help museums and other organizations develop, tour, or participate in exhibitions of borrowed works primarily of artistic significance. Grants may be used to pay for:

- Planning and organizing an exhibition.
- Services of outside specialists.
- Shipping, insurance, and related costs.
- Installation.
- Catalogues.
- Documentation.
- Related events such as education programs, performing arts activities, and film and lecture series.
- Publicity.
- Regional touring of exhibitions by regional arts organizations and service organizations.

Organizations may submit more than one application in this category.

Organizations requesting funds to borrow exhibitions may not include rental fees in their applications if the exhibition was initially funded by the Arts Endowment. Grants may be used to pay for transportation, installation, and related events.

Please note: Exhibitions of privately owned collections generally will not be funded, nor will exhibitions that include works by the exhibition's curator, organizers, or applicant's staff, paid or unpaid. Grants may not be used to pay for opening receptions.

Applications to organize temporary exhibitions of permanent collections or long-term loans of collections (and accompanying catalogues) should be submitted under Presentation of Collections/Collection Sharing (see page 14).

Eligibility

See "Eligibility Requirements/Organizations" on page 5.

To be eligible for support, former grantees must have submitted required Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984. Such reports not yet sent to the Endowment must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 8 for important information.

Grant Amounts and Matching Requirements

There is no grant maximum for organizing an exhibition. Grants of up to $20,000 are available to help institutions borrow exhibitions.

Grant awards of $50,000 or less require at least a 1:1 match; grant awards between $50,000 and $100,000 require a 2:1 match; and grant awards of $100,000 or more require a 3:1 match. (See also page 30 for information on the Treasury Fund.) The minimum grant generally will not be less than $5,000.

Review Criteria

In reviewing applications, panelists consider:

- Works of art to be included in the exhibition.
- Significance of the exhibition.
- Degree in which exhibition deals with art that is not usually seen or, especially in the case of borrowed exhibitions, audiences that are not usually reached.
- Qualifications of personnel involved with the project.
- Appropriateness of proposed budget.
- Suitability and usefulness of any accompanying publication.
- Appropriateness of the exhibition to the applicant's goals and activities.
- Other criteria outlined under "Review Criteria" on page 7.

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Period of Support and Deadline Dates

A grant period of more than one year is allowed. The period of support should span the amount of time necessary to plan, execute, and close out the project. See the Application Calendar inside the front cover of these guidelines.

Special Application Requirements

See "How to Apply" on page 6. In addition, your application package must include the following:

1. **Three copies** of the completed Special Exhibitions Supplementary Information Sheet on pages 63–66.
2. Representative slides or photographs of works to be included in the exhibition. Please label them with captions and the name of your institution.
3. Exhibition schedule for 1989–90, including exhibitions organized and borrowed, as far as known.
4. Two examples of catalogues produced by your museum during the past two years.

Please note: The budget breakdown must be completed on pages 2 and 3 of the application form. If the budget is lengthy and requires attached pages, it must nevertheless be summarized in the space provided on pages 2 and 3.

If you receive a grant that includes support for catalogue publication, you must provide 90 copies of the catalogue to the U.S. Information Agency for distribution to its libraries abroad. Be sure to account for the 90 copies in your application budget. See "Note on Publications" on page 9.

Note on Indemnification

The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes Federal Indemnification for international exhibitions. For guidelines and application information, contact:

Indemnity Administrator
Museum Program, Room 624
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5442

Special Projects

This category is designed to respond to innovative and exemplary projects that will have a broad impact on the museum field and that are not eligible under the other categories described in these guidelines. Projects must be consistent with the policies of the Museum Program as outlined in the Introduction on page 4. Only a limited number of projects of national or regional significance will be supported.

See "Eligibility Requirements" on page 5. Interested organizations must contact the Museum Program (202/682-5442) before applying.

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment of the Arts, available from the Endowment's Public Information Office.

Those programs which may be of particular interest to individuals involved in the museum field are described briefly below. For further information, call the number provided or write:

_____(Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Dance

The Dance Program offers assistance to choreographers and to companies and organizations that present or serve dance. (202/682-5435).

Design Arts

The Design Arts Program supports a variety of projects in architecture; landscape architecture; urban design, historic preservation, and planning; interior design; graphic design; industrial design; and fashion design. The Program offers grants to organizations and individual fellowships. (202/682-5437).

Expansion Arts

The Expansion Arts Program supports professionally-directed organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner-city, rural, or tribal community. (202/682-5443)

Folk Arts

The Folk Arts Program offers assistance for the presentation and documentation of traditional arts and artists. (202/682-5449).

Inter-Arts

The Inter-Arts Program provides support to arts institutions to commission and produce interdisciplinary collaborations between visual artists and artists of other disciplines. Support is also available for organizations which present multi-disciplinary arts series of national or regional significance on an on-going annual basis. Museums with programs eligible under these guidelines are encouraged to contact the Inter-Arts Program. (202/682-5444)

Literature

The Residencies for Writers category of the Literature Program offers assistance to projects presenting published writers of poetry, fiction, creative essays and belles lettres; performance poets; and translators. (202/682-5451)

Media Arts: Film/Radio/Television

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Music

The Music Program offers assistance to nonprofit organizations which present chamber music/new music, chorus, jazz, solo recitalists, and orchestras. (202/682-5445)

Opera-Musical Theater

The Opera-Musical Theater Program assists the production of opera and musical theater, the development and performance of new or seldom-produced works, and the broadening of audiences through touring. (202/682-5447)

Theater

The Theater Program assists professional theater companies, professional theater training, playwrights, mimes, directors, and professional theater presenters. (202/682-5425)

Visual Arts

The Visual Arts Program offers fellowships to professional artists working in a wide range of media. Support is also available for visual artists organizations—originated by or for artists or to further their interests—and for forums, including short-term residencies, seminars, workshops, and publications. The Visual Arts Program's Art in Public Places category also offers grants to governmental and private nonprofit organizations to plan, commission, and install contemporary art in public places. (202/682-5448)

Challenge Grants

Challenge II Grants are designed to help arts institutions broaden the base and increase the level of contributed support from nonfederal sources. Organizations receiving Challenge II Grants must match every Federal dollar with at least three dollars from other sources. Matching funds must be from new sources or represent increased giving from former donors. Applicants are expected to have comprehensive, long-range institutional development plans and fundraising strategies at the time of application. (202/682-5436)

Challenge III Grants are designed to assist projects with long-term potential to help move the nation forward in achieving excellence in the arts, and access to, and appreciation of such excellence, both directly and through nonfederal mechanisms for the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and nonfederal support. (202/682-5436)

Advancement

The Advancement Program (202/682-5436) is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases—Phase One: Planning/Technical Assistance and Phase Two: Advancement Grants (generally ranging from $25,000 to $75,000) which must be matched at least three to one during the 30-month maximum grant period. Current plans call for eligibility according to the following timetable:

Fiscal Year 1988: Dance, Design Arts, Folk Arts, Literature, Media Arts, Opera-Musical Theater, and Visual Arts;
Fiscal Year 1989: Arts in Education, Expansion Arts, Inter-Arts, **Museums,** Music, and Theater.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5331 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402, for $3.75 each (specify stock number 036–000–00047–3).

National Endowment Arts Administration Fellows

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for three-month Fellowships at the Endowment's offices in Washington, D.C. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment program or division. Fellows become acquainted with the Endowment's policies and operations and gain a national overview of arts activities around the country. (202/682-5786)

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Fellowships are awarded to outstanding mid-career practicing artists who show promise of becoming leaders in their field. They cover six- to nine-month residencies in Japan. (202/682-5562)

Up to ten fellowships for work and study in France are awarded each year to American artists in various disciplines and to art museum curators. Fellowships are awarded to outstanding mid-career professionals. They cover residencies of up to one year in France. (202/682-5562)

Other Federal Programs for Museums

Institute of Museum Services
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/786-0539

National Endowment for the Humanities
Division of General Programs
Museums and Historical Organizations Program
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/786-0284

Arts America Program United States Information Agency

The Arts America Program of the United States Information Agency circulates exhibitions of American art to international audiences, under the sponsorship of U.S. embassies abroad. Organizations interested in submitting proposals appropriate for circulation abroad should contact the Arts America office for further information. (202/485-2783)

Application Information for Organizations

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of net earnings may benefit a private stockholder or individual.

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. Title IX prohibits discrimination on the basis of sex in Federally assisted education programs and activities. You must file an "Assurance of Compliance" form with the Grants Office of the National Endowment for the Arts. A form is provided at the back of these guidelines.

- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

[1] Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organizations Office, 31 Hopkins Plaza, Baltimore, Maryland 21201.

To Help Us Gather Information

In connection with Title VI of the Civil Rights Act of 1964[1] the National Endowment for the Arts is seeking pertinent information and thoughtful advice concerning minority[2] participation in the arts. As part of this effort, we are requesting information from applicant organizations regarding minority involvement at the artistic, administrative, board, and audience/participant level. Specifically, we would be interested in learning about the racial and ethnic composition of communities served by your organization, special programs and services provided to those communities, and the present or proposed membership in any planning or advisory body connected with your organization. In addition, we welcome any ideas or suggestions which might assist efforts to strengthen and expand minority participation in the arts at all levels.

[1] Title VI provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

[2] "Minority" here includes American Indian or Alaskan Native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; other ethnic group.

Methods of Funding for Organizations

Two types of grant funds are available to organizations applying under these guidelines: Program Funds and Treasury Funds. They are both explained below.

Program Funds

Program Fund grants to organizations usually must be matched at least one-to-one by nonfederal funds. (Please refer to each category for special matching requirements.) Applicants must show (in Section X of the Organization Grant Application Form) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Budgeted funds, as well as newly raised funds, generally may be used to match the Endowment grant.

Treasury Funds

Treasury Fund grants, designed to help applicants increase or sustain nonfederal contributions, generally must be matched with at least three nonfederal dollars for each Federal dollar. They are not available for projects or in amounts different from those specified in the regular guidelines.

Organizations applying for a Treasury Fund grant should so indicate in Section VII of the Organization Grant Application Form. The process of applying for and receiving Treasury Fund grants is similar to that for Program Fund grants. The amount requested from the Endowment, however, may not exceed 25% of the total project cost.

The release of Federal funds is contingent upon the following: an applicant's securing and documenting for the Endowment, pledges and/or private donations at least equal to the amount of the Federal funds; and the approval of the Endowment of this documentation. This is referred to as the first match. The remaining minimum project cost (at least double the Federal monies) must be met with additional matching funds secured by the grantee organization.

For example:

Endowment grant	$20,000
First match by applicant	$20,000
Additional matching by applicant	$40,000
Minimum project cost	$80,000

Organizations interested in applying for a Treasury Fund grant are urged to contact the Program before applying.

Instructions for Completing Organization Grant Application Form NEA–3 (Rev.)

These instructions are keyed to the numbered sections of the application form found immediately following.

I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the organization as a unit of either state or local government. Please note that a copy of the IRS determination letter is required as part of your application package (see "How to Apply" on page 6).

II. **Category under which support is requested.** Please indicate the appropriate category:

Museum Training	Collection Maintenance
Presentation and Education	Museum Purchase Plan
Catalogue	Special Exhibitions
Special Artistic Initiatives	Special Projects
Conservation	

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project.

IV. **Summary of project description.** Use only the space provided to specify clearly the nature and significance of the project and the purpose for which the funds are requested. The opening sentence should succinctly describe the project. Use standard size type; do not photoreduce.

V. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VI. **Summary of estimated costs** is a recapitulation of direct costs as shown on the second and third pages of the application form. See instruction IX for further explanation.

VII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest $100. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VI. Please refer to each category for special matching requirements.

If the application is for a Treasury Fund grant, the amount shown here should not be more than 25% of the Total Project Costs. Treasury Fund applicants should read carefully the information page 30.

This total amount requested from the Endowment should, when added to the total cited in Section X ("Total Contributions, Grants, and Revenue"), equal the total cost of the project.

VIII. **Organization total fiscal activity.**

A. **Expenses** should include Arts Endowment projects funded and anticipated.

B. **Revenues, grants & contributions** should include Arts Endowment grants received and anticipated.

Units of larger organizations, such as university museums, should show the fiscal activity of the unit only and not that of the parent organization.

IX. **Budget breakdown of summary of estimated costs.**

A. **Direct costs** are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than the prevailing minimum compensation as set out in the Code of Federal Regulations. See page 29. Fringe benefits may be included here only if not included as indirect costs.

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $500 with an estimated useful life of less than three years.

3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel, if any is intended, must be specified in this section.

4. **Permanent equipment** includes purchased equipment costing $500 or more with an estimated useful life of three or more years. Written justification should include a brief description of the items, and technical specifications where relevant.

5. **Other** includes consultant and artist fees, honoraria, contractual services, rental of space or equipment, postage, photocopying, telephone, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. For films, catalogues, and other major expenses, provide a breakdown of costs. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. **Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency. A copy of the agreement must accompany the application.

X. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from nonfederal sources. Specify all sources of matching funds and indicate whether funds are anticipated or received. Funds from other Federal agencies that also fund museums may not be used to match Arts Endowment Museum Program grants.

A. **Contributions:**

1. **Cash** donations (e.g., operating budget, memberships, contributions, etc.) anticipated for the project, and

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project cost.

B. **Grants** include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application or any other Arts Endowment grant, whether anticipated or received.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specific purpose.

C. **Revenues** include all other earned funds, regardless of source, expected to be used on this project.

XI. **Application to Other Federal Funding Sources.** Indicate any Federal sources to which you have applied or intend to apply for support of the project or program outlined in your application. Funds from other Federal agencies that also fund museums may not be used to match Arts Endowment Museum Program grants.

XII. **Final Reports** on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must be submitted to maintain eligibility. Do not include with your application package (see page 8).

XIII. **Certification.** The application must be signed by an official of the applicant organization with legal authority to obligate the organization.

Museum Program

Organization Grant Application Form NEA–3 (Rev.)

Applications must be submitted in triplicate and mailed to: Information Management Division/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)	II. Category under which support is requested:	III. Period of support requested:
		Starting _____ month day year
		Ending _____ month day year

IV. Summary of project description. (Complete in space provided. DO NOT continue on additional pages or photoreduce.)

V. Estimated number of persons expected to benefit from this project.

VI. Summary of estimated costs (Recapitulation of budget items in Section IX)

A. Direct costs	Total costs of project (rounded to nearest hundred dollars)
Salaries and wages	$
Fringe benefits	$
Supplies and materials	$
Travel	$
Permanent equipment	$
Other	$
Total direct costs	$
B. Indirect Costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

NOTE: This amount (Amount requested): $

PLUS Total contributions, grants, and revenues (X., page 3): +

MUST EQUAL Total project costs (VI. above): =

VIII. Organization total fiscal activity	Most recently completed fiscal period	Estimated for fiscal year relating to grant period
A. Expenses	1. $	2. $
B. Revenues, grants, & contributions	1. $	2. $

IX. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

3

4. Permanent Equipment

	Amount $
Total permanent equipment	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate _____% Base $ _____ Negotiated with _____

Amount

$ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash

Amount

$ _____

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	$
Total grants	$

C. Revenues

	$
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. To what other Federal funding sources (including Arts Endowment) have you applied since October 1, 1986, or do you intend to apply this year or next, for support of this project or program? _____

XII. Final Reports

Have you submitted required Final Report packages on all completed grants from any Arts Endowment program since (and including) Fiscal Year 1984?

_____Yes _____ No: If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligiblity. Do not include with your application package.

XIII. Certification

We certify that the information in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 6 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Museum Program

Organization Grant Application Form NEA–3 (Rev.)

Applications must be submitted in triplicate and mailed to: Information Management Division/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)	II. Category under which support is requested:	III. Period of support requested:
		Starting _____ month day year
		Ending _____ month day year

IV. Summary of project description. (Complete in space provided. DO NOT continue on additional pages or photoreduce.)

V. Estimated number of persons expected to benefit from this project.

VI. Summary of estimated costs (Recapitulation of budget items in Section IX)

A. Direct costs	Total costs of project (rounded to nearest hundred dollars)
Salaries and wages	$
Fringe benefits	$
Supplies and materials	$
Travel	$
Permanent equipment	$
Other	$
Total direct costs	$
B. Indirect Costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

NOTE: This amount (Amount requested): $

PLUS Total contributions, grants, and revenues (X., page 3): +

MUST EQUAL Total project costs (VI. above): =

VIII. Organization total fiscal activity	Most recently completed fiscal period	Estimated for fiscal year relating to grant period
A. Expenses	1. $	2. $
B. Revenues, grants, & contributions	1. $	2. $

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

3

4. Permanent Equipment

	Amount $
Total permanent equipment	$

5. Other (list each item separately)

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate _____% Base $ _____ Negotiated with _____

Amount $ _____

X. Contributions, grants, and revenues (for this project)

A. Contributions

1. Cash

Amount $ _____

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	$
Total grants	$

C. Revenues

	$
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. To what other Federal funding sources (including Arts Endowment) have you applied since October 1, 1986, or do you intend to apply this year or next, for support of this project or program? _____

XII. Final Reports

Have you submitted required Final Report packages on all completed grants from any Arts Endowment program since (and including) Fiscal Year 1984?

_____Yes _____No: If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligiblity. Do not include with your application package.

XIII. Certification

We certify that the information in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BE SURE TO DOUBLE CHECK THE "HOW TO APPLY" SECTION ON PAGE 6 AND THE "SPECIAL APPLICATION REQUIREMENTS" FOR YOUR CATEGORY FOR ALL MATERIALS TO BE INCLUDED IN YOUR APPLICATION PACKAGE.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Assurance of Compliance with National Endowment for the Arts Regulations under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title IX of the Education Amendments of 1972.

_____ (hereinafter call the "Applicant")

Hereby Agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any program or activity receiving Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant **Hereby Gives Assurance** that it immediately will take any measure necessary to comply.

This assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

This assurance is given in connection with any and all financial assistance from the Endowment after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears below.

_____

Applicant

_____

Applicant's mailing address

_____

_____

_____

By (President, Chairman of the Board, or comparable authorized official)

_____

Dated

Assurance Explanation

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides for nondiscrimination in Federally assisted programs on the basis of handicap. The Age Discrimination Act of 1975 provides for nondiscrimination in Federally assisted programs or activities on the basis of age. Subject to certain exceptions, Title IX of the Education Amendments of 1972 prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

As a condition to approval of a grant, Arts Endowment regulations require all organizational applicants to execute the "Assurance of Compliance" form, whether or not a comparable form has been filed with another agency.

The Applicant referred to in the form is the organization itself, whose chief executive officer or comparable official should sign. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with other required materials to the Arts Endowment's Grants Office. It should be noted that signing this form indicates a commitment to comply with the four statutes referred to herein.

Museum Training/Formal Training Programs Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" x 11") with this Sheet. See also "Special Application Requirements" on page 12.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. What is the teacher/student ratio?

3. Please describe the specific museum experience of the teacher(s) involved in your program and, if applicable, the degree to which professionals from cooperating museums participate in course planning and teaching. Resumes may also be enclosed.

4. Please indicate the required number of courses in art history in the training program and their relationship to the full curriculum.

5. Please describe any intern program or other on-the-job training included in your program.

6. Please provide a brief evaluation of the results of this program to date, including, if applicable, a list of museum positions currently held by members of the three most recent graduating classes.

Museum Training/Internship and Apprenticeship Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½" x 11") with this sheet.

Name of Applicant: _____

1. Please describe any previous internship (or apprenticeship) programs or projects your museum has had.

2. How will the interns (or apprentices) be recruited?

3. Please describe the activities in which the interns (or apprentices) will be involved. Be specific.

4. How much supervision will the interns (or apprentices) receive, and by whom? How will they be evaluated?

Presentation of Collections Supplementary Information Sheet

NOTE: This one sheet is to be used by applicants for Presentation of Collections projects and for catalogues planned in conjunction with these projects. See also "Special Application Requirements" on page 16.

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. Please provide title of reinstallation/exhibition (if known) and projected dates.

2. Please describe the need for this project and explain how it complements the goals of your institution. State briefly the significance of this collection.

3. Has the collection ever been exhibited? If so, when, and under what circumstances?

4. Explain how the collection will be presented in a more effective way.

(continued on reverse)

Presentation of Collections
Supplementary Information Sheet (continued)

5. Please describe any special methods that will be employed to enhance public response to the reinstallation/exhibition.

6. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project. If there is a publication planned, please describe qualifications of authors. Resumes may also be enclosed.

7. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment).

8. If this request is for touring a portion of your permanent collection, please indicate the exhibitors and their degree of commitment. How will costs be shared by participating museums?

9. If the exhibition will be available on a rental basis, what will the cost be: (a) if this exhibition is assisted by the Arts Endowment? (b) if it is not assisted by the Arts Endowment?

10. If a publication is planned, how will it be distributed? Who will hold copyright? What audience is it intended for?

11. Publication format, costs, and revenues.

Total number of pages	_____	Translation costs	$ _____
Black/white illustrations	_____	Total cost	$ _____
Color plates	_____	Unit cost	$ _____
Total run	_____	Sales price	$ _____
Is acid-free paper stock to be used? (The Endowment encourages the use of acid-free paper.)	_____	Anticipated revenues from publication sales	$ _____

Education Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 16.

Name of Applicant: _____

1. Please describe the need for this project, how it complements the goals of your institution, and how it relates to the overall objectives of your education program.

2. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project. Resumes may also be enclosed.

3. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment.)

4. Whom is this project intended to serve?

(continued on reverse)

Education Supplementary Information Sheet (continued)

5. Please describe the various components of the project and how they will be presented and made available to the targeted audience.

6. Will fees be charged for the services to be provided? If so, on what basis?

7. How will the success of this project be evaluated? If it is an existing program, how has it been evaluated in the past? Describe the results.

Catalogue Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 17.

Name of Applicant: _____

1. Please describe the need for this project, how it complements the goals of your institution, and whether or not the collection has ever been exhibited and/or catalogued. Also, state briefly the significance of this collection.

2. In the space below, please describe the qualifications of the individual(s) who will be responsible for this project. Resumes may also be enclosed.

3. Please describe how far the research and the writing of the manuscript have progressed and when you expect the manuscript to be completed.

(continued on reverse)

Catalogue Supplementary Information Sheet (continued)

4. Please describe any similar projects the museum has previously undertaken. (Indicate whether or not funded by the Arts Endowment.)

5. For what audience is this catalogue intended?

6. Catalogue format, costs, and revenues:

Total number of pages	_____	Translation costs	$ _____
Black/white illustrations	_____	Total cost	$ _____
Color plates	_____	Unit cost	$ _____
Total run	_____	Sales price	$ _____
Is acid-free paper stock to be used? (The Endowment encourages the use of acid-free paper.)	_____	Anticipated revenues from catalogue sales	$ _____

7. How will the catalogue be distributed? Who will hold the copyright?

Conservation Planning Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 21.

Name of Applicant: _____

1. Please provide the name of your institution's conservator/consultant and describe his/her qualifications in the space below. A resume may also be enclosed.

2. Describe how the survey will be conducted and which members of your staff will assist the conservator/consultant.

3. Please describe the significance of the collection(s) to be affected by this project.

4. How much have you spent over each of the last three years for conservation of the permanent collection? Briefly describe these projects.

Conservation of Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 21.

Name of Applicant: _____

1. How does this project fit into your institution's overall conservation needs? If you are requesting assistance for equipment purchase, how will this equipment help address these needs?

2. Where will the conservation work be done? Who will be responsible for it? Please describe his/her qualifications in the space below. A resume may also be enclosed.

3. What is the importance of the object(s) to be conserved, and the significance of the object(s) to the museum's collections?

(continued on reverse)

Conservation of Collections Supplementary Information Sheet (continued)

4. What measures have been undertaken to assure that the object(s) will be stored and/or displayed under proper environmental conditions following conservation?

5. How much have you spent over each of the past three years for conservation of the permanent collection? Please briefly describe these projects.

Conservation of Collections Treatment Report

Name of Applicant: _____

You must submit one copy of this Treatment Report for each object or group of objects to be conserved. Please do not submit an equivalent form.

Please have the following treatment report completed by a conservator. Use photocopies of this form for reports on each additional object.

Name of conservator: _____

Date of examination: _____

Artist: _____

Title of work: _____

Date: _____

Medium: _____

Dimensions: _____

Owner of work: _____

In the space provided, describe the condition of this work. Use the reverse of this sheet if necessary.

Provide a detailed description of your proposed treatment and the materials/equipment to be used. Use the reverse side of this sheet if necessary.

OMB No. 3135–0053 Expires 8/31/89

Conservation Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. Please describe your conservation facilities.

3. Please describe the qualifications of the teaching staff. Resumes may also be enclosed.

4. Please use the reverse side of this sheet to provide information on the placement of graduates of this program.

Collection Maintenance Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 22.

Name of Applicant: _____

1. Please describe the scope and significance of your institution's collection, or aspect(s) of the collection, to be affected by this project.

2. Who will be responsible for undertaking the survey or implementation? Please describe his/her qualifications in the space below. Resumes may also be enclosed. Indicate the members of the staff who will be involved in the planning for and supervision of this project.

3. Describe the present condition of the facilities that will be renovated and the urgency to improve storage, security, and/or climate control.

(continued on reverse)

Collection Maintenance Supplementary Information Sheet (continued)

4. For Implementation projects, summarize in the space provided the new equipment/systems to be installed and the scope of the renovation which will be undertaken to address the needs described in Item 3.

5. Please attach one copy of:

   a) estimates for Survey projects.

   b) completed surveys for Implementation projects.

   c) bids or estimates for Implementation projects.

   d) technical specifications of equipment to be purchased.

Museum Purchase Plan Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet. See also "Special Application Requirements" on page 23.

Name of Applicant: _____

1. Please describe specific works that might be acquired with the purchase funds. If you are unable to identify the works of art you might purchase, please describe the types of works and submit a brief list of artists you are considering.

2. Please describe your acquisition policy with regard to contemporary art and how these proposed acquisitions may help your institution meet long-term goals for developing specific areas of your collection.

3. What recent exhibitions of contemporary American art have been organized by your museum? Please send sample catalogues.

(continued on reverse)

Museum Purchase Plan Supplementary Information Sheet (continued)

4. Please list a number of the more important works by contemporary American artists acquired by your museum within the last three years. Please indicate which were purchased, and which were acquired by other means (gift, bequest, etcetera).

5. Please describe plans for the future display of works to be purchased.

6. Who will be responsible for selecting works purchased under this plan? Please describe his/her qualifications in the space below. Resumes may also be enclosed.

Special Exhibitions Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. See also "Special Application Requirements" on page 25.

Name of Applicant: _____

1. Please provide the title and dates of exhibition.

   Title (Indicate if this is only a working title):

   Projected exhibition dates:

2. How does the exhibition fit into your exhibition policies and direction? Why is it important that your institution organize or participate in it?

3. What contribution will this exhibition make to knowledge of the subject? If additional space is needed, one additional sheet may be attached.

4. Who will organize the exhibition? In the space below, please describe briefly his/her qualifications as related to this exhibition. Resumes may also be enclosed.

(continued on reverse)

Special Exhibitions Supplementary Information Sheet (continued)

5. Please identify lenders and provide a checklist of works to be included or works that are being considered, and indicate the degree of commitment of lenders. Approximately how many works will be in the exhibition? Please submit representative slides with your application.

6. If the exhibition is to be circulated, please list exhibitors, their degree of commitment, and dates of tour as far as known. How will costs be shared by participating museums? If the exhibition is available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance? If you are borrowing this exhibition, list costs such as rental fees to be paid to the institution organizing the exhibition.

7. Please describe any special methods that will be employed to enhance public response to the exhibition, including education programs.

8. Please list all anticipated revenues for this exhibition. If some anticipated revenues will not be used to offset costs of this exhibition, please briefly explain why in the space below on the right.

_____Admission charges to exhibition

_____Catalogue sales/royalties

_____Rental fees from borrowing institutions

_____Other

(continued on next page)

Special Exhibitions Supplementary Information Sheet (continued)

Name of Applicant: _____

9. Exhibition publications:

a) What publications do you plan in conjunction with the exhibition and who will write them? (Please provide brief biographical information, if different from Question 4. A resume may also be enclosed.)

b) What other publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your publication differ?

c) What audience is the publication intended for?

d) Publication format, costs, and revenues:

Total number of pages	_____	Translation costs	$ _____
Black/white illustrations	_____	Total cost	$ _____
Color plates	_____	Unit cost	$ _____
Total run	_____	Sales price	$ _____
Is acid-free paper stock to be used? (The Endowment encourages the use of acid-free paper.)	_____	Anticipated revenues from publication sales	$ _____

e) How will the publication be distributed? Who will hold copyright?

(continued on reverse)

Special Exhibitions Supplementary Information Sheet (continued)

10. Please describe measures that will be taken to protect works in the exhibition.

a) Security measures:

b) Fire protection system:

c) Atmosphere control system:

11. Describe briefly the qualifications of personnel supervising and handling, packing, and installing (please limit response to space provided).

12. If the works to be shown are of a particularly fragile nature, describe any special precautions that will be taken to protect them.

OMB No. 3135-0053 Expires 8/31/89

Museum Program

Individual Grant Application Form NEA–2 (Rev.)

Applications must be submitted in triplicate and mailed to: Information Management Division/MM, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

1. Name (last, first, middle initial)

2. Present mailing address/phone

3. Permanent mailing address/phone

4. Category under which support is requested:

   Fellowships for Museum Professionals

5. U.S. Citizenship
   ☐ Yes ☐ No (Visa Number: _____)

6. Professional field or discipline:

7. _____
   Birth Date
   _____
   Place of Birth

8. Period of support requested:
   Starting _____
   month day year
   Ending _____
   month day year

9. Description of proposed activity:

10. Amount requested from the National Endowment for the Arts: $ _____

    Allocated as follows: Time $ _____ Materials $ _____ Travel $ _____

11. Career summary or background (if additional space is needed, you may staple a resume or other supplemental sheets to the application.)

12. Education

Name of Institution	Major area of study	Inclusive dates	Degree

13. Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

14. Present Employment

Employer	Position/Occupation

15. Prizes/Honors received	Membership professional societies

16. Final Reports
Have you submitted required Final Report packages on all completed grants from any Arts Endowment program since (and including) Fiscal Year 1984?

_____ Yes _____ No. If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

17. Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

x _____ _____
Signature of applicant Date

Privacy Act
The Privacy Act of 1974 requires us to furnish you with the following information:
The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

Museum Program, Room 624
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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FY 89 Museum Program **Application Acknowledgment Card**

Please address the reverse side of this card to yourself and include it in your application package. This card will be return to you to acknowledge receipt of your application at the National Endowment for the Arts.

In all future inquiries, please refer to your application number which is:

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